

## SAMPLE COVER LETTER FOR THE REPORT OF COMPLETION OF STRUCTURES

\_\_\_\_\_  
Type of Funding\_\_\_\_\_  
Dist.- Co.-Rte.\_\_\_\_\_  
State Contract No.\_\_\_\_\_  
Fed. Project No.

Date:\_\_\_\_\_

Chief, Office of Structures Maintenance and Investigations  
Caltrans Engineering Service Center, Mail Station 9  
P. O. Box 942874  
Sacramento, CA 94274-0001

Attention: \_\_\_\_\_ Structures Local Assistance Engineer

Dear: \_\_\_\_\_

Submitted herewith is the REPORT OF COMPLETION OF STRUCTURES ON LOCAL STREETS AND  
ROADS for the structures listed below:

\_\_\_\_\_  
Bridge Name  
(future intersected)\_\_\_\_\_  
Road Name  
(facility carried)\_\_\_\_\_  
State Bridge No.\_\_\_\_\_  
Contractor\_\_\_\_\_  
Bridge Resident Engineer

Distribution: (1) Original plus one copy to DLAE included in the Report of Expenditures (original forwarded to Division of Structures , Office of  
External Liaison and Agreements)  
(2) Copy-retained by local agency

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